

**Holiday Park Home Owner's Association  
Minutes of Meeting – No. Dallas Bible Church  
November 4, 2010**

I. **Call to order:** at 7:30 p.m. by HPHA President – Cathie Sells

II **Present BOD & Officers in Attendance**

Cathie Sells, President/KC, Linda Becken-Vice President/DP, Mike Lattman/RH, Nancy Bamberger/OM, Mireille Emmett/HR, Laura Peitzer/TL, Mike Burkett/MV, BOD member not in attendance-Ivy Gold.

Connie Rodgers, Finance Chair/MV, Dave Santucci-Treasurer/KC, Sue Bach-Pool Manager/CW, Gary Popken-Parliamentarian/OM, Sharon Hassell-Volunteer Coordinator/DP, Sharon Crowder-Secretary/OM

III **Other Members Present:** Ken Crowder/OM, John Hassell/DP, Matt Bach & Patti Bressler/CW, Trish & Greg Simpson/RH, Linda Purvis-Ellis/KC, James Martin/HR

IV. **Old Business** – Should option to vote again on Property Manager be put to vote on 2010 Member Ballot? MOTION made Cathie Sells, President to not include and revisit 2nd quarter of 2011. Motion carried.

Each BOD member will take areas of interest for them and be involved in a Committee to disperse duties for their involvement in Park functions. BOD will publish specialty group committees so members can volunteer in areas of their interest and concerns.

Sharon Hassell took Coordinator position by default in 2010 when Tom Greene stepped down as a BOD member. She will continue as Coordinator in 2011.

Members expressed concern about raising dues and special assessments in 2011. Budget discussed and determined focus will be to maintain park and not increase dues or propose assessments in 2011 due to poor economy and high unemployment.

Pool Manager, Sue Bach, will remain as Manager until 2011 when pool maintenance services/hours of operation, etc are determined by new Circle Reps/BOD and Officers. Issue is whether to open pool May 1 through October 1, and only use attendants May 31 to August 30, and whether to hire outside pool service.

**MOTION** made by Cathie Sells to adopt proposed revision by Finance Chair on new Collections policy. Motion carried and adopted by BOD.

**New Business** - Inform members of new Code Compliance issues and form Circle Committees to address ACC violations on each circle to promote proper maintenance of homes/fences and maintain everyone's property values. ACC requirements will be updated on the HPHA.org website when new design complete. President asked each BOD member to review an existing HOA website to be used as model Glendoverparkhoa.org **MOTION** made by Cathie Sells to update HPHA website, MOTION carried.

Suggestion made to specify use of Donations/Gifts/Benevolence Fund in amount of \$800.00. Suggested uses are to support Friends of Preston Ridge Trail non-profit organization, which maintains the Community Walking Path on Meandering Way (this improved area home property values), North Dallas Alliance, Town North Band, Bowie Elementary Halloween function, EWHA 4<sup>th</sup> of July parade. Bonuses for pool attendants if warranted for additional responsibilities, Christmas bonus to firefighters, park maintenance service or security officer. **MOTION** made by Nancy Bamberger to include in 2011 budget, MOTION carried.

New Park Light Globes purchased and installed. Suggestion made to look for newer style to update and enhance park aesthetics. Circle member volunteered to research for pricing.

Finance Chair passed out spreadsheets on Budget Line Item Actual Costs for review. Draft of Budget for 2011 also passed out for consideration. Finance Committee to review and get with Chair in 10-14 days.

Decorations Chair – made suggestions on Holiday Decorations and asked amount of Budgeted Funds available to complete work. Suggestion made to identify this spending in 2011 budget.

Finance Committee members requested HPHA Cash position be included in 2011 budget, also projected Cash balances at year-end to be approximately \$25k.

Treasurer explained functions handled by HPHA Accountant, Amy Clausen, who maintains all bookkeeping on QuickBooks Pro 2010; she maintains financial backup files for HPHA. Tax Preparer, Mr. Race Hamilton-CPA, prepares annual taxes and 990ez non-profit Reports to maintain HPHA non-profit status. Treasurer double checks reports and reconciles electronic check register for checks drawn and invoices paid. He explained this is done on two or three Excel spreadsheets. Suggestion by member to purchase external hard drive to be used by park if needed. Our HPHA Bank, Signature Bank, updating their software for online bill payment.

President passed out projected total cost presented by NJP design firm for LRP in October 2009 for review by BOD to be used in presentations to members in 2011. President asked if a board member would volunteer to help with the Agenda/Ballot/Proxy preparation for Circle Reps to pass out weekend of November 19, 2010. Ballot Committee of two will be Cathie Sells and Mike Burkett.

Adjournment - **MOTION** made by Mike Lattman at 9:20pm, motion carried. Next meeting to be held on December 2, 2010 at North Dallas Bible Church on Hillcrest for the All Member Meeting.

Prepared by Sharon Crowder, HPHA Secretary

Approved Minutes \_\_\_\_\_

Dated \_\_\_\_\_